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Memorandum

TO : Director of Logistics

DATE: 10 June 1963

FROM : Chief, Logistics Services Division

SUBJECT: Monthly Activity Report - May 1963

1. May was a good month for decisions relative to space assignment problems in the Headquarters building. The DD/S and the Executive Director approved the move out of the Headquarters building of the Office of Training except the Language Laboratory, space required for [REDACTED] a Briefing Officer, a Covert Training Officer, and a Director of Training office. The Headquarters building space vacated by OTR will be assigned to ORD/DDR, the Library Beachhead/DDI, the [REDACTED] Division/DDP, the Computer Center for the DDS and a staging area for future moves.

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25X1A

25X1A

3. Broyhill Building No. 1 has been rented by GSA for use by the Bureau of Public Roads and our Agency. Five floors of that building have been assigned to us. Plans are now being finalized to house in the Broyhill Building the Office of Training, a DDP project, a downtown dependent physical examination facility, the A&E Staff of the Medical Staff, and an element of the Office of Security that is presently housed in the Headquarters building.

4. The assignment of OTR to the Broyhill Building will see OTR in five different locations in Washington; a small portion in the Headquarters building, the major portion in the Broyhill

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Building, a large segment at [REDACTED] a smaller section at 1016-16th Street, and JOT instruction in the R&S Building. 25X1A

5. It would appear that for the moment all of our known space requirements will be satisfied. Space left over after these assignments will be practically nil. As of now we have no extra space in the Headquarters building, none in R&S if we provide additional space to TSD which we propose to do in R&S, none in Quarters Eye until Personnel and Audit move back into the Headquarters building. [REDACTED] remain to be assigned in Alcott Hall and none in [REDACTED]. The Broyhill Building appears to be completely assigned at this time. In summary, as of 1 June we have available about [REDACTED] at Alcott Hall for assignment. 25X1A
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6. A major construction project was started during the month. This is the requirement for the establishment of a Computer Center in the Headquarters building. [REDACTED] feet on the ground floor were evacuated. All partitions were removed from the area (both metal and masonry), all tile was taken up from the floor and all of the adhesive was removed from the concrete. This work was accomplished by Headquarters building group forces on an expedite basis in order to prepare the space for contractor "site preparation". This job is under the direct supervision of the RE&CD.

7. The DDI reshuffle started in earnest during the month. We have completed three of the eight phases of this move.

8. Decisions were reached during the month for the initiation of the following; a new security fence around the West Parking Lot, additional lights for the West Parking Lot, additional park benches to be placed on and along sidewalks at the Headquarters building and wall to wall carpeting and aisle carpeting in the Auditorium.

9. Now that the planning phases for the various moves have been completed, alterations and moving phases will begin in earnest. We are having to improvise short cuts in order to keep abreast of the work required. Elimination of architect consulting advice, paper work, etc., are being attempted in order to speed up our progress. Additional manpower has been obtained by the Headquarters Building Manager in order to keep up with the work. In addition to the extra carpenters requested last month, we now have

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obtained ten additional electricians. PBS back orders are going down and we will continue our effort to reduce them to a minimum.

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10. Work orders for buildings other than the Headquarters building are continuing to be submitted at a high rate. Several large orders are pending at both [REDACTED]

11. Recruiting of personnel continues to plague us as we have a waiting list of those people who would like to leave the Division for greener pastures. We obviously cannot release those of our people who have found better jobs until we can obtain replacements. This is particularly critical in the Mail and Courier Branch and will become critical in the Building Services Branch with the advent of the development program for our laborers.

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12. No progress can be reported concerning the procurement [REDACTED]

13. The special cleaning force for the communications centers is still working out fine. It would appear that we will have to continue this cleaning activity on a more or less permanent basis. It is our conclusion in manning this force that it is still better to work on an overtime basis rather than hire people specifically for this task.

14. The Fine Arts Commission is in action. So far we have been directly effected through a decision by the Fine Arts Commission, supported by the DDS, that all painting in the building will cease except for emergencies until the Commission receives its requested report from GSA. It is anticipated that GSA will have developed the "psychology of color" for use in the Headquarters building sometime around 1-15 June.

15. Attached are the detailed reports from each of the LSD Branches.

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Distribution:

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OL/ISD [REDACTED] (10 June 63)

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